

How to Order

Please read these instructions before completing this form. Orders are processed as they are received. Confirmation will be sent upon receipt.

Return order form with payment to:

Education Programs Manager

Cal Performances

101 Zellerbach Hall #4800

University of California

Berkeley, CA 94720-4800

FAX: (510) 643-2359

- SchoolTime seats may be ordered by mail, fax or in person at the Zellerbach Hall Ticket Office window. The preferred registration method is via U.S. mail or fax.
- Orders are accepted from individual classes or from the entire school. There is a maximum of six (6) classes per form and a minimum of ten (10) people are required to attend a performance. To include additional classes, you must complete another order form. Download order forms at calperformances.org.
- Both sides of the order form must be completed before it can be processed.
- Designate one contact person from your school or individual class to coordinate the payment and all other communication.
- Complete credit card information must be provided for your order to be processed.
- For special-needs requests such as wheelchair spaces or seats for students who are hearing impaired, please call (510) 642-9988.
- Order confirmations will be sent by mail. Please bring the confirmation letter with you to the performance.
- Contact Rica Anderson at eduprograms@calperfs.berkeley.edu or (510) 642-6838 with questions.

Methods of Payment

Order forms must be accompanied by full payment via a check or complete credit card information before your order can be processed. Cal Performances does not accept purchase orders.

Checks

Personal checks or checks drawn on school or district accounts are accepted. Send one check per order form. Multiple checks per order will not be processed. Make checks out to **UC Regents**. Orders paid by check must be mailed.

Credit Cards

VISA, MasterCard, Discover, and American Express cards are accepted. Please pay for the entire order with one credit card. Multiple credit cards per order will not be accepted. Forms with credit card information may be faxed to (510) 643-2359.

Tickets/Admission

Please bring your confirmation letter to the performance. Tickets will not be issued. Groups should line up in front of Zellerbach Hall 30 to 45 minutes prior to curtain time. You will be guided to your seats after your entire group has assembled and checked in with an usher. Lunches and backpacks are not permitted in the theater.

Changes/Cancellations

Requests for additional seats are subject to availability. As a courtesy to other schools, please notify us by calling the Ticket Office at (510) 642-9988 as soon as possible if your class or school must cancel or the number of attendees changes. All sales are final and refunds are made only when the performance is cancelled.

Policies & Procedures

The demand for SchoolTime increases each year and we aim for equitable access to performances among applicants.

Orders are filled on a first-come, first-served basis with accommodations made for schools that did not receive their choices in the past year(s).

All correspondence and materials—including study guides—will be sent to the address provided on the order form. You may choose to receive all correspondence through e-mail.

A minimum of ten (10) people is required per order per SchoolTime performance.

In case your first choice is sold out, you may list alternate selections in order of preference.

Cal Performances in the Classroom participants receive seating priority for associated performances. Your signature and full payment are required to secure your workshop and associated SchoolTime reservations. NOTE: Seating priority is forfeited if you sign up for but do not attend the workshop.

Classroom visits are scheduled at the conclusion of teacher workshops. Teachers must attend the workshop for SchoolTime seating priority and classroom visit eligibility to be honored.

Home-schooled students are welcome. Participation in a Home School Association facilitates seating, as we cannot sell SchoolTime seats to individuals. There is a minimum of ten (10) people required per order.

Study Guides are sent electronically and made available on our website several weeks prior to the performance date. Please mark the box on the order form if you prefer to receive a paper copy of the study guide by mail.

Please retain a copy of the order form and bring it to the performance. Tickets will not be issued.



I learned that you can explain without having to use words at all.”

— Student, Albany

Order Form

2013–2014 SchoolTime & Cal Performances in the Classroom

Please review page 7 before completing this form. All school and contact information must be fully completed and the order must be paid in full before it can be processed. This form can be downloaded from www.calperformances.org. Orders for the 2013–14 SchoolTime season will be processed and confirmations mailed after September 1, 2013.

Please print legibly or type. All correspondence and materials will be sent to the mailing address provided.

SCHOOL NAME		SCHOOL COORDINATOR (DESIGNATE ONE PERSON FOR MULTIPLE ORDERS)	
SCHOOL ADDRESS	CITY	STATE	ZIP
DAYTIME PHONE		CELL / ALTERNATE PHONE	

E-MAIL (REQUIRED)

Please list all teachers attending the performance and note their grade level and curricular emphasis, if any:

GRADE LEVEL • K-3 • 4-5 • 6 • 7-8 • 9-12	TITLE I SCHOOL <input type="checkbox"/> Yes <input type="checkbox"/> No	CURRICULAR EMPHASIS • Social Studies • English/LA • Music • Art • Math/Science • Dance • Theater • ESL • Other:
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NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS
NAME	GRADE & CURRICULAR EMPHASIS	E-MAIL ADDRESS

SchoolTime Performances

• Reservation confirmations will be mailed after September 1, 2013. There are no telephone confirmations.

Request for students with special needs:

No. of wheelchairs: _____ No. of hearing impaired: _____ Other (please describe): _____

• A study guide will be emailed to you approximately three weeks prior to your performance date.

We prefer to receive the Study Guide by mail. Please mail us a paper form of the study guide.

• Please retain a copy of this order form for your records.

Cal Performances in the Classroom

Please include personal telephone and e-mail contact information for each teacher participating in workshop(s).

NAME	TELEPHONE	E-MAIL ADDRESS
NAME	TELEPHONE	E-MAIL ADDRESS
NAME	TELEPHONE	E-MAIL ADDRESS

Professional development workshops for teachers / \$40 per person

Classroom visits (depending on availability) / \$70 per class. Teacher must participate in related workshop to be eligible.

• Priority seating is given to Cal Performances in the Classroom participants for corresponding SchoolTime performances.

NOTE: You will forfeit your priority seating if you sign up for but do not attend the workshop.

**2013–14 Season SchoolTime Performances
& Cal Performances in the Classroom
Professional Development Workshops for Teachers**

PERFORMANCE	NO. OF CLASSES	GRADE LEVEL	NO. OF STUDENTS	+ NO. OF ADULTS	= TOTAL NUMBER	X \$8.00 = TOTAL
<i>The Intergalactic Nemesis Book One: Target Earth</i> Wed, Nov 13, 11am						
<i>Imago Theatre / Frogz!</i> Mon, Nov 25, 11am						
Peking Acrobats Mon, Jan 27, 11am Mon, Jan 27, 1:30pm Tues, Jan 28, 11am						
+ Workshop: Acrobatic Artistry Sat, Jan 11, 10am–1pm	NO. OF TEACHERS	x \$40	+ \$70 FOR CLASSROOM VISIT			= TOTAL
Sweet Honey in the Rock Thu, Feb 13, 11am						
Alvin Ailey American Dance Theater Thu, Apr 3 Fri, Apr 4						
+ Workshop: The Music of Revelations Sat, Mar 8, 10am–1pm	NO. OF TEACHERS	x \$40	+ \$70 FOR CLASSROOM VISIT			= TOTAL
Marcus Shelby Jazz Orchestra <i>The Legacy of Duke Ellington: 50 Years of Swing!</i> Tue, May 6, 11am						
+ Workshop: The American Art of Jazz Sat, Mar 29, 10am–1 pm	NO. OF TEACHERS	x \$40	+ \$70 FOR CLASSROOM VISIT			= TOTAL

If you would like to be considered for another performance if your selections are sold out, please indicate alternate performance(s) in order of preference.

TOTAL AMOUNT DUE: (including SchoolTime and Cal Performances in the Classroom fees)	\$
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PAYMENT: Check Enclosed Payable to **UC Regents** Check # _____

CREDIT CARD: VISA Discover MasterCard American Express Credit card orders may be faxed to 510. 643.2359.

Card # _____

Expiration Date _____

Signature _____

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS
ALL SALES ARE FINAL

For Office Use Only Order No. Rec'd Date/Initial Paid Confirmation Sent